



CITY OF LONG BEACH
Department of Public Works

PROMOTIONAL / TRANSFER OPPORTUNITY

ACCOUNTING CLERK III

\$17.873 – \$24.414 per hour

THE POSITION

The Department of Public Works/Business Operations Bureau has an opening for a full-time classified Accounting Clerk III. This position provides support to the Accounting Section of the Budget Services Division and reports to the Senior Accountant.

EXAMPLES OF DUTIES

- Performs various clerical accounting duties in the preparation, processing and maintenance of accounting records;
- Reviews Deposit Receipt packages for accuracy, completeness, and verification of amounts and information provided;
- Inputs daily deposit receipts in FAMIS system;
- Ensures all parking revenues collected including credit cards are remitted and recorded when earned in FAMIS;
- Vouchers certified invoices and direct payments, scans voucher packets for review of Financial Management's Accounts Payable Section and approval of City Auditor;
- Prepares routine journal vouchers;
- Performs other related duties as assigned.

APPLICATION PROCESS

Interested candidates must submit a letter of interest and resume with detailed work experience no later than **4:30 p.m., Friday, June 5, 2015** to:

Public Works / Personnel Division
2929 East Willow Street
Long Beach, CA 90806
Jeanne.Mellor@longbeach.gov

Application packages will be evaluated to determine those best suited for the position. Those determined to be best suited for the position will be invited to participate in the selection process.

MINIMUM REQUIREMENTS

- This position is open to current City employees with classified status as an Accounting Clerk and those reachable on the Accounting Clerk eligible list;
- Exceptional interpersonal skills and ability to interact with vendors with courtesy and tact;
- Ability to work independently with minimal supervision and make sound judgments;
- Ability to work within deadlines, manage multiple assignments and priorities;
- Proficiency with a wide range of computer software, including Word, Excel, FAMIS/ADPICS.

This information is available in an alternate format by request to the Department of Public Works Personnel Division at (562) 570-4686. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or contact the Personnel Division at (562) 570-4686.

**AN EQUAL OPPORTUNITY
EMPLOYER, THE
DEPARTMENT OF PUBLIC
WORKS VALUES AND
ENCOURAGES DIVERSITY IN
ITS WORKFORCE.**